

GEORGE A. SODDERS  
CLARK COUNTY AUDITOR

Procedure to Surrender Title of a Manufactured Home  
ORC 4503.06(B) & 4505.11(H)

Ohio Law requires that a Manufactured Home that acquired situs in the state or ownership in the home was transferred on or after January 1, 2000 and meets the following three conditions must be taxed on the real property tax list.

1. The Home is affixed to a permanent foundation.
2. The home is located on land that is owned by the owner of the home.
3. The certificate of title has been inactivated by the Clerk of Courts Office that issued it.

Once the home meets the first two conditions (and no outstanding lien exists against the home), the owner must surrender the title to the Clark County Auditor's Office within 15 days. If an outstanding lien exists against the home, before the title can be inactivated, the home owner either must pay off the remaining balance or, with the lienholders consent, must execute and deliver to the lienholder a mortgage on the home and land on which the home is located in the amount of the remaining balance.

Sections A, B and C of this application must be completed along with the signatures of the Building Inspector (25 W. Pleasant St.) and the County Treasurer. Once you have completed those steps you will need to bring this form along with the original title to the Clark County Auditor's Office. The Auditor's Office will then have the Clerk of Courts sign this form. Note: If a Manufactured Home has taxes due, the taxes must be paid before the title can be surrendered.

Should you have any questions call Nikki at 937-328-2659 or Jill at 937-328-2425.

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